



# **Request for Proposals**

**For**

**Adult Education Management System**

**State of Maine  
Department of Education**

**May 16, 2011**

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# 1 Administrative Issues

## 1.1 Introduction/Overview

The Maine Department of Education (MDOE) is seeking a vendor to assist in the development of an Adult Education Management System. The Adult Education Management System is a component of the Statewide Longitudinal Data System (SLDS). The system will serve a wide range of stakeholders in support of improving student achievement and providing Maine's students with 21<sup>st</sup> century skills. Funding for the Adult Education Management System is provided through the 2009 Statewide Longitudinal Data Systems Recovery Act Grant.

The existing legacy adult education system was designed over ten years ago to meet the then current needs of the Department. While the FileMaker Pro system has been updated many times it requires individual installations in Adult Education offices around the State, provides poor security and a tedious extract-transfer-load process to update the central State program. The State Adult Education program staff, field program staff and federal consultants have established the core requirements for a new system.

The new Adult Education Management System will include the following key functionality:

- Browser independent web-based, multi-tiered secure access for all stakeholders including Department staff, local and regional Adult Education program staff;
- Payment and tracking from semester to semester;
- Online status checking, payment processing, checking and direct email notifications that will improve workflow and communication;
- Integrated messaging capabilities allowing users with appropriate permissions to send messages to individuals or systems under their scope of management;
- Ability to accept student assessment data both entered directly and as test scores from vendors or transcript files directly into the system to reduce processing time;
- Integrated ability to develop and manage surveys for collecting and reporting outcomes;
- Use of the Department's standard State Student ID for all students and the State Staff ID for all certified teaching staff;
- Ability to search by all identifiers as well demographic, assessment and class specifics;
- Identification of areas for improvement on a class-by-class and individual student basis, showing scoring assessments or hours are required to advance a functioning level;
- At a minimum, integration with the Department's existing General Educational Development (GED) system. Ideally, all GED functionality would be directly incorporated into new proposed system;
- Integration with the SLDS data warehouse, and the educator credentialing system for data collection, reporting and analysis;
- Compliance with all the requirements for the National Reporting System for Adult Education and P. L. 105-220, the Workforce Investment Act of 1998 and consistency with the requirements of the U. S. Department of Education, the U. S. Department of Labor, and the Americans with Disabilities Act; and
- Compliance with the following federal and State requirements:
  - **FERPA** (see Appendix B – Supporting Policy Documents),
  - **HIPAA** (see Appendix B – Supporting Policy Documents),
  - All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures ([Maine.Gov/oit/oitpolicies](http://Maine.Gov/oit/oitpolicies)) including, but not limited to:
    - **Architecture Compliance Policy** (see Appendix B – Supporting Policy Documents),
      - **State of Maine Information Technology Environment** (see Appendix B – Supporting Policy Documents),
      - **Domains and Bricks** (see Appendix B – Supporting Policy Documents),
    - **Deployment Certification Policy for Major Application Projects** (see Appendix B – Supporting Policy Documents),

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- **Web Standards and Accessibility Policies** (see Appendix B – Supporting Policy Documents),
- **State of Maine Information Technology Security Policy** (see Appendix B – Supporting Policy Documents),
- **State of Maine Remote Hosting Policy** (see Appendix B – Supporting Policy Documents),
- All other legislation guiding the MDOE.

The key deliverable in this grant component is a single comprehensive adult education system that provides the functionality and integration listed above. Funding for this component will also include data conversion, staff training and the development of online help and wizards for end-users.

### **1.2 Purpose and Scope of Services**

In this Request for Proposals, the MDOE seeks proposals to assist in the development of an Adult Education Management System. The term “requirement” is used in this RFP to mean a statement of functional capability, business rule, or environmental constraint that specifies what the system must do.

The goal of this RFP is to define the system requirements in a clear manner, focusing on the level of detail and granularity necessary to allow the successful bidder’s development team to rapidly begin design and implementation. Additional information may be obtained at a bidder’s conference after this RFP is released. Requirements that do not have sufficient detail and granularity will be refined during the design phase of the project at no additional cost to MDOE. MDOE reserves the right to require the successful bidder to meet with stakeholders identified by MDOE to receive additional guidance regarding the implementation of these requirements.

### **1.3 Objectives**

The following objectives will be met by the Adult Education Management System:

- 1) Implement an Adult Education Management System as specified in Section 2 by August 1, 2012;
- 2) Provide browser independent web-based secure access for all stakeholders with self-service capabilities for students;
- 3) Use the Department’s standard State Student ID for all students and the State Staff ID for all certified teaching staff;
- 4) At a minimum, integrate with the Department’s existing GED system. Ideally, all GED functionality would be directly incorporated into new proposed system;
- 5) Identify areas for improvement on a class-by-class and individual student basis, showing scoring assessments or hours are required to advance a functioning level;
- 6) Meet all the requirements for the National Reporting System for Adult Education (a link for the NRS can be found in Appendix B) and P. L. 105-220, the Workforce Investment Act of 1998 and be consistent with the requirements of the U. S. Department of Education, the U. S. Department of Labor, and the Americans with Disabilities Act; and
- 7) Integrate with the SLDS data warehouse and the educator credentialing system for data collection, reporting and analysis.

### **1.4 Procurement Timeline**

Public Advertisement	May 16, 2011
RFP Published	May 16, 2011
Bidder’s Conference	June 1, 2011
Proposals Due	July 14, 2011

## **1.5 Bidder's Conference**

A bidder's conference will be held at 1:00 pm on June 1, 2011 at the following location:

Conference Room 500 (5th Floor)  
Burton M. Cross Office Building  
111 Sewall Street,  
Augusta, ME 04330

## **1.6 Administrative Information**

a. The RFP Administrator is:

Bill Hurwitch  
Department of Education  
23 State House Station  
Augusta, ME 04333-0023  
E-mail: [bill.hurwitch@maine.gov](mailto:bill.hurwitch@maine.gov)

- b. From the date on which this RFP is released and during the period up to and including the date on which a notice of intent to award is issued, prospective bidders shall contact only the RFP administrator above with regard to this procurement. Direct or indirect attempts by a prospective bidder, its employees, agents or representatives, to contact other representatives of MDOE or other State agencies to obtain information or for other purposes regarding this RFP or the procurement process may result in disqualification of a bidder's proposal.
- c. In **NO CASE** shall verbal communication override written communication. Only written communications are binding on MDOE.
- d. MDOE assumes no responsibility for representations concerning this RFP or procurement, which are, or may be, made by its employees, agents, or representatives prior to the execution of an Agreement, unless such representations are specifically incorporated into this RFP in writing. Verbal discussions pertaining to modifications or clarifications of this RFP shall not be considered part of this RFP unless confirmed in writing. Any information provided by a bidder verbally shall not be considered part of that bidder's proposal. Only written communications from a prospective bidder and received by MDOE shall be accepted.
- e. Bidders may submit questions regarding this RFP in writing to the RFP administrator. The deadline for bidder submitted questions is 4:00 p.m. local time June 3, 2011. The State will prepare written responses to bidder questions and will post all questions and responses on the Department of Education website by June 10, 2011. Names of bidder firms and individuals asking specific questions will not be disclosed.

## **1.7 Preparation of the Proposal**

The "Official Proposal" shall be typewritten. Changes to the technical proposal may be lined out and initialed. **Bidders shall follow the proposal instructions given in Section 3 of this RFP.**

Section 3 of this RFP requires the use of the Cost Proposal Form that is included with this RFP document as Appendix A – Cost Proposal Form. Use of the Cost Proposal Form is **MANDATORY**. Failure to use the mandatory Cost Proposal Form shall be considered unresponsive and shall result in the summary rejection of the bidder's proposal.

All answers that are given to the questions asked in this RFP are subject to verification. Misleading and/or inaccurate answers shall be grounds for disqualification at any stage in the procurement process.

The "Official Proposal" containing the signed, original response to this RFP and **Ten (10)** paper copies, as well as one copy in electronic format using Microsoft Word shall be delivered in sealed package(s) **no later than 2:00 pm on July 14, 2011**. The Technical Proposals and general information shall be sealed

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in one envelope and one (1) copy of the Cost Proposal shall be sealed in a separate envelope. The entire package, containing all required response forms and other required information should be submitted together. All packages shall be clearly labeled with the following information.

- a. Department of Administrative & Financial Services  
Division of Purchases  
Burton M. Cross Building, 4<sup>th</sup> Floor  
9 State House Station  
Augusta, Maine 04333-0009
- b. Adult Education Management System, RFP #201104069
- c. Bidder's Name and Address
- d. Name of Contact Person, Telephone Number, Fax Number, and Email Address
- e. Project Title
- f. Proposals Due 2:00 pm July 14, 2011

Technical Proposals, General Information, and Cost Proposals: In addition, if multiple packages per proposal are used, the packages comprising the complete proposal shall be numbered in the following fashion: 1 of 4, 2 of 4, and so on. The original proposal shall be clearly labeled "Official Proposal" and all copies shall bear the labels "Copy 1" through "Copy 10."

If a bidder submits more than one (1) proposal, the bidder shall submit a separate Technical Proposal and a separate Cost Proposal for each proposal submitted. Each proposal shall be separately packaged and labeled as required herein.

### ***1.8 RFP Changes and Addenda***

In the event it becomes necessary to revise any part of this RFP prior to the scheduled submittal date, an amendment or an addendum shall be issued to all potential bidders who have received this RFP, consistent with any amendment timelines required by the Division of Purchases.

### ***1.9 Rejection of Proposals***

MDOE reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty for any one of the following reasons:

- a. Failure to deliver the proposal by 2:00 pm on the due date.
- b. Failure to include the required Cost Proposal Form signed by an officer of the company submitting the proposal.
- c. Failure to include the Cost Proposal in a separate sealed envelope.
- d. Failure to follow the proposal format instructions as specified.

### ***1.10 Certification of Independent Price Determination***

By submission of a response to this RFP, the bidder certifies, and in case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

- a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any competitor.
- b. No attempt has been made, or shall be made, by a bidder to induce any other person or firm to submit, or not to submit, a proposal for the purpose of restricting competition.

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- c. Each person signing this proposal certifies that:
1. He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein; or
  2. He/she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.
  3. The offer is made by the submitted proposal, and an officer of the offering firm shall sign any clarifications to that proposal or a designated agent empowered to bind the firm in an Agreement.

### ***1.11 Withdrawal of Proposals***

Proposals may be withdrawn, modified, and resubmitted at any time prior to the time set for the receipt of proposals.

### ***1.12 Disposition of Proposals***

Written proposals submitted in response to this RFP (including the recording and any transcriptions of oral presentations by bidders) become the property of the State, regardless of whether MDOE rejects any or all of the proposals. The proposals shall not be returned to bidders, except as specified in this RFP.

### ***1.13 Disclosure of Proposal Content***

According to State procurement law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected, and includes information in those proposals that a bidder may consider to be proprietary in nature. Therefore, the State makes no representation that it can or will maintain the confidentiality of such information.

### ***1.14 Clarifications and Releases***

MDOE may, but is not required to, request a bidder to clarify in writing any and all aspects of a proposal; however, bidders will not be allowed to alter or amend their proposals through the clarification process. MDOE reserves the right to contact and to discuss a bidder's performance with the bidder's other clients and former clients.

### ***1.15 Proposal Evaluation and Award***

All proposals submitted shall be evaluated in accordance with the requirements set forth in Section 4 of this RFP. Any Agreement resulting from this RFP and the subsequent evaluation process shall not necessarily be awarded to the bidder with the lowest price on an individual option basis. Instead, the Agreement shall be awarded to the compliant bidder who has accumulated the most points in accordance with the evaluation criteria outlined in Section 4.

This RFP as well as the successful bidder's response to this RFP, together with all addenda and clarifications shall become part of the contractual obligation and shall be incorporated by reference into the ensuing Agreement with the successful bidder.

### ***1.16 Gratuities***

The laws of Maine provide that it is a felony to offer, promise, or give anything of value or benefit to a State employee with the intent to influence that employee's acts, opinion, judgment, or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be reported to the appropriate prosecuting attorney.



### **1.17 Conflicts Between Terms**

MDOE reserves the right to accept or reject any exception taken by a bidder to the terms and conditions of this RFP. Should a successful bidder take exception to the terms and conditions required by the State, the bidder's exceptions may be rejected and the entire proposal declared non-responsive. These exceptions should be noted conspicuously and noted as exceptions to the RFP. MDOE may elect to negotiate with the successful bidder regarding Agreement terms that do not materially alter the substantive requirements of this RFP.

### **1.18 Maine Statutes and Rules**

Maine Department of Administration and Financial Services, Division of Purchases Rules, Chapter 110, sets forth procedures for State of Maine procurement under which this RFP is issued. The terms and conditions of this RFP and the resulting Agreement(s) or activities based upon this RFP shall be construed in accordance with the laws of Maine.

### **1.19 Costs of Preparation of Proposal**

No payments shall be made to cover direct, indirect or associated costs incurred by a prospective or successful bidder in the preparation of its proposal(s) in response to this RFP or any other submission made under this RFP.

### **1.20 News Release**

News releases or other materials made available to the public, a bidder's clients, or potential clients pertaining to this procurement or any part of the proposal shall not be made without the prior written approval of MDOE.

### **1.21 Miscellaneous**

MDOE reserves the right to accept or reject any or all proposals without penalty.

MDOE reserves the right to waive minor deficiencies and informalities if, in the judgment of MDOE, its best interests will be served. Failure to comply with a mandatory requirement is not a minor deficiency or informality that will be waived.

## **2 Operating Environment and General Requirements**

### **2.1 Overview**

The technical specifications and functional requirements in this RFP are organized in subsections that consist of the following 7 groupings, numbered to match the relevant subsection numbers as described in this Section of this RFP:

Section 2.2 Technical Requirements: This group of requirements represents the activities and functionalities needed to support the proposed system.

Section 2.3 Security Requirements: This group of requirements represents the activities and functionalities needed to enforce the required security and confidentiality requirements. Security is an infrastructure functionality that is a part of each of the functional groups.

Section 2.4 Data Migration and Integration Requirements: This group of requirements represents the activities and functionalities needed to migrate data from the existing legacy system and integrate currently available information with the Adult Education Management System. The purpose of this functional group is to minimize manual data entry for required content and information.

Section 2.5 Adult Education System Requirements: This group of requirements represents the activities and functionalities related to the Adult Education Management System.

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Section 2.6 Reporting Requirements: This group of requirements represents the activities and functions related to internal and external reports.

Section 2.7 Data Exporting and Interface Requirements: This group of requirements represents the activities and functionalities related to integration of the Adult Education Management System with external and third-party systems.

Section 2.8 Training and Documentation Requirements: This group of requirements represents functionalities related to training and documentation for State and stakeholder end users.

### 2.2 Technical Requirements Overview

MDOE requires the Adult Education Management System to integrate and complement existing information infrastructures and to allow for integration of future development tools. The Adult Education Management System shall be a WEB based browser-based solution compatible with standard Microsoft Windows and Apple Mac operating system browsers. Bidders may offer an existing commercial off-the-shelf (COTS) product.

The State is open to two hosting options for this application: (1) hosting locally at the State Office of Information Technology in Augusta; and (2) hosting remotely with the successful bidder. Bidders are invited to propose solutions using either or both of these options. In evaluating the cost criterion, the evaluation committee will consider the actually quoted cost for remotely hosted solutions. For locally hosted solutions, the evaluation committee will add in the State's hosting and support costs, based on the latest Services & Rates ([www.maine.gov/oit/services](http://www.maine.gov/oit/services)) applied to the bidder's proposed architecture. It remains in the bidder's best interests to provide all necessary details to allow the evaluation committee to arrive at the proper total hosting cost.

Any proposed solution must comply with all relevant policy ([www.maine.gov/oit/policies](http://www.maine.gov/oit/policies)) and architecture ([www.maine.gov/oit/architecture](http://www.maine.gov/oit/architecture)) specifications. However, any policy or architecture specification that pertains exclusively to local hosting, and is therefore not applicable to remote hosting, may be waived at the discretion of the Chief Information Officer (CIO). Bidders are responsible for detailing specific exemptions they may seek as part of their remote hosting proposals. Bidders are strongly encouraged to be as specific as possible in seeking such exemptions, and in all such cases, the decision of the CIO shall be final and binding.

For locally hosted solutions, with respect to any architecture component for which the State already maintains a defined standard, the proposal must comply with that standard. Should the proposal include an architecture component for which the State does not yet maintain a defined standard, the successful bidder is expected to work with the State in further exploration of options. In all such cases, the decision of the CIO shall be final and binding. The successful bidder must include in the RFP proposal all relevant software licenses and agreements. Further, the successful bidder must work under the supervision of State personnel to perform all required testing in support of the Deployment Certification (see Section 2.3.1) of the proposed solution.

#### 2.2.1 MDOE Technical Hardware and Software Requirements

Item #	Requirement
1	Provide a web-based Adult Education Management System that may be accessed without the need to install client software. For the purposes of this RFP, ActiveX browser components and software plug-ins (e.g., Adobe Reader) are not considered client software for this requirement.
2	Database Server. Integrate with the Maine Department of Education data systems MS SQL Server databases. Any additional Relational Database Management System (RDBMS) licenses and server peripheral components required to support the selected solution shall be obtained through existing State Agreements by MDOE. These components must be identified in detail in the proposal, but MDOE will price them independently.
3	Client Workstations. Accommodate users accessing the system using either laptop or desktop

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	hardware running current supported versions of Microsoft operating system, Apple operating system, Microsoft Office and Internet Explorer, and supported versions of Apple Safari and current supported versions of Firefox (PC and Apple).
4	Network Services. Accommodate users with a minimum 56Kbps-based Internet connection.
5	Data Integrity and Validity. Provide the ability to check data integrity and validity via various cross-referencing field verification checks. These should include checks that ensure compliance with National Reporting System (NRS) and State business processes, policies and procedures.
6	Reduce Redundant Data Entry. Provide the ability to reduce redundant and irrelevant data entry and use forced choice entry techniques where applicable.
7	Microsoft Office Compatibility. Provide the ability to utilize Microsoft Office 2000 and its evolutionary replacement for spreadsheets, narratives, summaries, and face sheets (detailed history documents).
8	Demonstrate an application architecture and design consistent with current industry best practices and integrate with the current MDOE infrastructure. The database shall be scalable, hardware independent and support cross platform application operations.
9	Provide software assurance guarantees.
10	Provide an established process for migrating to new software releases.

### 2.3 Security Requirements

*General Security Requirements.* All security requirements will be governed by the State of Maine Information Technology Security Policy (<http://www.maine.gov/oit/policies/ITSecurityPolicy2008.pdf>). The requirements to manage the security and access Section of this RFP define the functionality to ensure the data concurrency and security in the system. Security must provide uniform roles throughout the system that ensure data integrity. Security shall be provided using the concept of application areas, each of which shall have application pages. The system shall also identify the page controls within each application page. Different privileges shall be defined on application areas, application pages, and page controls to ensure a comprehensive security for the application.

#### 2.3.1 Security

The successful bidder will be responsible for ensuring that the solution is thoroughly tested in accordance with the Deployment Certification Policy and undergo all relevant FERPA, HIPPA, and Personal Identifiable Information (PII) certifications. The Deployment Certification Policy tests are available at (<http://www.maine.gov/oit/policies/DeployCertPolicy.htm>).

The successful bidder will be responsible for supporting the OIT Deployment Certification process. If test results demonstrate deficiencies with the software, the Provider will rectify the deficiencies to the satisfaction of the Department. The system must pass OIT Deployment Certification before the solution can be implemented within the Production Environment.

Item #	Requirement
1	Provide the ability to timeout a user's screen with automatic timer for security.
2	Provide the capability for mass security updates.
3	Provide for the use of Secure Sockets Layer (SSL) encryption initially and Transport Layer Security (TLS) or other forms of comparable Advanced Encryption Standard (AES) encryption, for

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	all transfer of individually identifiable data between client and server.
4	Provide the ability to do mass updates for groups of users as needed.
5	Use a consistent, multi-tiered security model throughout.

### 2.3.2 Logging and Access Rights

The SLDS Education Portal Single Sign-On (SSO) solution is a Security Token Service (STS) based on SAML, which is an XML-based standard for exchanging authentication and authorization data between security domains. The Education Portal does not rely on passwords to be shared between the cooperating systems. Instead, the SSO Solution server is trusted to authenticate end users, and that central SSO Solution server will be relied upon to confirm the identity of end users. The SSO Solution is configured to authenticate all incoming authentication and authorization requests against the Windows Identity Foundation user store. Each site that supports single sign-on will, in turn, be configured to redirect authentication and authorization requests to the SSO solution. Once a user's identity has been established, those credentials will be cached within the SSO Solution, so that any further requests to single sign-on enabled applications can be automatically authenticated.

The SSO Solution will be provided via WS-Federation Passive Requestor Profile. WS-Federation is an Identity Federation specification, developed by BEA Systems, BMC Software, CA, Inc., IBM, Layer 7 Technologies, Microsoft, Novell, Ping Identity, and VeriSign. Part of the larger Web Services Security framework, WS-Federation defines mechanisms for allowing disparate security realms to broker information on identities, identity attributes and authentication. The WS-Federation Passive Requestor Profile is a browser-based Single Sign-on standard based on SAML Assertions. Browser-based Single Sign-On Functionality with the Maine Department of Education Statewide Longitudinal Data System Portal is achieved via the WS-Federation Passive Requestor Profile.

Item #	Requirement
1	Provide the ability to support Single Sign-on integration via the WS-Federation Passive Requestor Profile.
2	Provide the ability to redirect authentication and authorization requests to the MDOE SLDS Portal SSO solution.

### 2.3.3 Managing Security and Access

Item #	Requirement
1	Provide the capability to add, change, or delete roles.
2	Provide the following system roles: State Administrator and System Administrator. The State Administrator manages roles, users and organizational settings. The System Administrator manages the overall system configuration and settings including organizations and overall security.
3	Ensure that the system roles cannot be deleted.
4	Provide the capability to associate roles with a user. Multiple roles may be assigned to the same user.
5	Provide the ability for non-MDOE users to access the system based on their roles and rights. Non-MDOE users include, but are not limited to:

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	<ul style="list-style-type: none"> <li>• Adult Education students;</li> <li>• Adult educators;</li> <li>• Local and Regional Adult Education program staff and other administrators; and</li> <li>• Department Adult Education program staff.</li> </ul>
6	Provide the capability for the System Administrator to add, change, or delete application areas and application pages.
7	Provide the capability to assign a role to an application area using a security setting of: <ul style="list-style-type: none"> <li>• No access (NA);</li> <li>• Read only (R);</li> <li>• Edit/Read (ER);</li> <li>• Edit/Add/Read (EAR); and</li> <li>• Edit/Add/Read/Delete (EARD).</li> </ul>
8	Provide the capability for the System Administrator role to add, change, or delete page controls (e.g., fields, check boxes, radio buttons) for each page.
9	Provide the capability for the System Administrator role to assign a role to a page control using a security setting of: NA, R, and ER. NA means the control shall not be displayed for that role; R means the control shall be displayed for read only (i.e., the user shall not be allowed to update the control's data); and ER means the control shall be displayed in its normal native format to allow the user to change the data value associated with the control.
10	Provide the capability for the System Administrator role to associate pages with an application area.
11	Provide security and administrative access distributed to users that works in conjunction with centralized administration.
12	Provide the capability for the System Administrator to create organizations. Organizations may be hierarchical.
13	Provide the ability to define which fields of a record a particular user or group can view and which they can edit.
14	Provide row level security using the underlying relationships between the users and organizations.
15	Provide for the capability to copy a role and its defined access rights.
16	Provide users the ability to post new data to the Adult Education Management System via web browser per their account permissions.
17	Provide the capability to define the SMTP (Simple Message Transport Protocol) server user account and password that shall be used for email notifications.
18	Provide the ability to maintain an audit trail of transactions made in the system, identifying who made the change, the type of change made, and the date / time the change was made. This shall be accomplished for addition, deletion, and edits. This shall include all security maintenance transactions. Both before and after image of data changes shall be captured in order to record the specific data elements that were modified.
19	Provide the ability to allow users with administrative privileges to create other users in the system and assign permissions to those users.
20	Provide the ability to allow users with administrative privileges to deactivate users under their authority.
21	Provide the ability to allow users with administrative privileges to create programs and classes within those programs.

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22	Provide the ability to allow users with administrative privileges to assign users to specific programs or classes.
23	Provide the ability to allow users with appropriate permissions to register students in the system and assign them to classes.

## **2.4 Data Migration and Integration Requirements**

### **2.4.1 Overview of Data Migration and Integration**

The Adult Education Management System shall provide the capability to migrate data from the existing legacy Adult Education system (MAEMIS) system and integrate with the Education Data Warehouse, the Credentialing system and other external data sources. At a minimum, the Adult Education Management System must integrate with the Department's existing GED system. Ideally, all GED functionality would be directly incorporated into new proposed system. The successful bidder will analyze current database tables and data elements within the legacy Adult Education system and will create a Migration Plan that is aimed at migrating required data elements to the proposed system. The Migration Plan will also include a plan for populating required data elements that will not be addressed by the migration of data from the legacy Adult Education system. Unless specified otherwise within the Migration Plan, the successful bidder will be required to provide all tools, equipment, materials, and resources necessary to effectively perform the required work tasks.

### **2.4.2 Ability to Migrate Data from the Legacy Adult Education System and Integrate with MDOE Sources**

Item #	Requirement
1	Provide the ability to migrate data from the legacy Adult Education FileMaker Pro system maintained by DataPro Northeast to the new Adult Education system.
2	Provide the ability for the Adult Education Management System to receive and display data from disparate internal and external data sources.
3	Provide the ability to integrate with the State Active Directory for passing credentials for user identification and application access.
4	Provide the ability to allow interfacing with local Adult Education websites including but not limited to the Maine Adult Education Association Website ( <a href="http://www.maineadulted.org/">http://www.maineadulted.org/</a> ). Specifically, the system must allow data to be imported from or exported to these websites.

## **2.5 Adult Education System Requirements**

Item #	Requirement
1	Provide the ability to gather test scores.
2	Provide the ability to gather historical data related to the student, including class enrollments and dates of enrollment.
3	Provide the ability to gather historical data related to classes offered.
4	Provide the ability to gather historical data related to the teachers.

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5	Provide the ability to create student transcripts.
6	Provide the ability to gather demographic information including but not limited to social security number, age, gender, interests and registration history.
7	Provide the ability to determine student and enrollment counts in courses.
8	Provide the ability to gather assessment data for students. (A link to the State of Maine Assessment Policy can be found in Appendix B.)
9	Provide the ability to gather short and long term goal data.
10	Provide the ability to gather contact information for students, instructors and contractors including but not limited to name, address, phone, and e-mail.
11	Provide the ability to meet all requirements for the National Reporting System for Adult Education and P.L. 105-220, the Workforce Investment Act of 1998 and be consistent with the U.S. Department of Education and the U.S. Department of Labor, and the Americans with Disabilities Act.
12	Provide the ability to include an integrated messaging system allowing users with appropriate permissions to send messages to individuals or systems under their scope of management.
13	Provide the ability to archive the messaging system, allowing users to activate, edit and deactivate messages.
14	Provide the ability to include an extensive survey system for collecting and reporting outcomes.
15	Provide the ability to automatically generate functioning levels for students based on student assessments.
16	Provide the ability to generate a list of improvement requirements on a class-by-class and an individual student basis, showing what scoring assessments or hours are required to advance a functioning level.
17	Provide the ability to allow users with appropriate permissions to enter student demographic data, assessment scores, class hours and relevant outcomes.
18	Provide the ability to allow authorized users to look up student data, including demographic information, test history, attendance history and outcomes.
19	Provide the ability to allow all users to perform error validation while entering data
20	Provide the ability to allow users with appropriate permissions to review, edit, approve and reject any data entered.
21	Provide the ability to allow class hours to be entered on a daily, weekly or monthly basis as determined by the State.
22	Provide the ability to provide administrators with on-line tools to track student attendance and class hours.
23	Provide the ability to generate alerts for administrators for assessments when students have reached pre-set limits of hours of instruction for pretests and posttests.
24	Provide the ability to alert administrators when a student has not attended class in the previous 90 calendar days.
25	Provide the ability to alert administrators when a student is registered in the system, but not assigned to a class.
26	Provide the ability to alert users if their teaching certification needs to be updated.

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27	Provide the ability to provide a student at-a-glance review showing student demographics, attendance history, assessment history and goals.
28	Provide the ability to provide a class at-a-glance review showing student improvement requirements and class hours history.
29	Provide the ability to provide an outcomes at-a-glance review, showing students for whom outcome information has been entered as well as students for whom outcome information remains to be entered.
30	Provide the ability to allow users to search for students by SSN, State Student ID or last name and birth date.
31	Provide the ability to interface with the MDOE student system to locate or assign a State Student ID for all students.
32	Provide the ability to interface with the MDOE staff system to locate or assign a State Staff ID for all teachers that teach classes requiring certification.
33	Provide the ability to allow users with the proper permissions to separate students from the program.
34	Provide the ability to not allow students to be separated so long as there are unapproved data or class assignments related to that student.
35	Provide the ability to allow users to browse for students on a class-by-class basis.
36	Provide the ability to make available contact or class information when creating a new record.
37	Provide the ability to allow users to conduct searches by names, addresses, towns, age groups including present and historical data.
38	Provide the ability to display an indicator which shows current enrollment level (e.g., Low or Full) of classes.
39	Provide the ability to track payments for enrichment classes.
40	Provide the ability to allow users to submit reporting via email.
41	Provide the ability to allow users to collect comprehensive data during an intake interview.
42	Provide the ability to allow users to validate data on a different screen without closing the original screen.
43	Provide the ability to allow users to determine students who have not completed their GED/HSD goals.
44	Provide the ability to allow users to automatically populate fields based on entries made in a prior screen.
45	Provide the ability to archive data.
46	Provide the ability to allow users to upload data and reports to the Maine Department of Education and validate submissions for incomplete or inaccurate data.
47	Provide the ability to allow users to except payments from on-line payment systems.
48	Provide the ability to allow for the addition of new programs as they become available.
49	Provide the ability to allow data to be entered at the local or State level during hours of operation defined by the State of Maine.



## 2.6 Reporting Requirements

Item #	Requirement
1	Provide the ability to publish state-wide, system-wide, individual class or individual student reports based on system permissions.
2	Provide the ability to allow a combination of filtering factors in the production of reports.
3	Provide the ability to ensure that all federal, State and local reports reflect most recent data.
4	Provide the ability to ensure that data is accessible for reporting purposes
5	Provide the ability to generate all federal table reports required by the National Reporting System.
6	Provide the ability to ensure that all federal table data reports adhere specifically to National Reporting System requirements
7	Provide the ability to archive federal reports on a quarterly basis.
8	Provide the ability to allow reports to be generated for any period of time in which student data were entered.
9	Provide the ability to allow payment reporting and tracking from semester to semester.
10	Provide the ability to allow generation of reports that include only students who meet all requirements for reporting as well as reports for all students regardless of requirements.
11	Provide the ability to generate a listing of scheduled class meeting times.
12	Provide the ability to provide users with a list of students, classes, staff or programs under their authority based on permissions.
13	Provide the ability to generate labels from course lists.
14	Provide the ability to allow users to quickly print receipts for registering students.
15	Provide the ability to allow users to generate payment log for daily payments made by registrants
16	Provide the ability to allow users to generate class rosters.

## 2.7 Data Exporting and Interface Requirements

### 2.7.1 Exporting Interface Functional Requirements

Item #	Requirement
1	Provide the ability to export data in a variety of standard formats (e.g., xls, csv, xml, txt, rtf, pdf) that can be integrated with other data systems.
2	Provide the ability for MDOE users to export data in a variety of standard formats (e.g., xls, csv, xml, txt, rtf, pdf) that can be integrated with other information available at the MDOE level. Security requirements shall certify that MDOE staff only has access to the appropriate data.
3	Provide the ability to allow users to personalize the system user interface.
4	Provide the ability to limit exporting of protected data including but not limited to Social Security numbers based on FERPA and/or State security requirements.

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Item #	Requirement
5	Provide the ability to export data to third party software.

### 2.7.2 System Interface Requirements

Item #	Requirement
1	Provide the ability to import data from third party software with data validation and integrity checks to prevent data quality degradation.
2	Provide the ability to support data integration and data sharing with State and third-party applications using SIF-certified or other industry standard protocols.
3	Provide the ability to receive, accept, store and/or modify data from a variety of possible sources, such as scanning, keyboard entry, archived records, and external sources such as the Web.
4	Provide the ability to store specified export routines for later use and modification.

## 2.8 Training and Documentation Requirements

### 2.8.1 Overview of Training

The MDOE will require training and support for MDOE personnel and other stakeholders to ensure successful implementation and utilization of the Adult Education Management System.

### 2.8.2 Training and Documentation

Item #	Requirement
1	Provide up to two weeks of system administration training to MDOE personnel. The training should include at a minimum: <ul style="list-style-type: none"><li>• Managing security and user access;</li><li>• Maintaining and supporting the Adult Education Management System;</li><li>• Creating, publishing and managing content;</li><li>• Creating and managing workflow processes;</li><li>• Exporting and importing data; and</li><li>• Maintaining and updating training and online help documentation.</li></ul>
2	Provide a plan for training MDOE and local Adult Education staff during the project's "go live" phase as well as on-going training/assistance for new staff.  Training must include at a minimum: <ul style="list-style-type: none"><li>• Using/navigating the Adult Education Management System by;<ul style="list-style-type: none"><li>○ Local Adult Education staff; and</li><li>○ MDOE Adult Education program staff.</li></ul></li></ul>
3	Provide context-sensitive online help for system administration users and end-users.
4	Provide electronic copies of all system administration and end-user training materials in Word and PDF formats.
5	Provide the ability to meet the State of Maine standards for technical and program documentation.

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6	Provide to MDOE electronic copies of all necessary documentation to facilitate ongoing maintenance of the system after implementation.
7	Provide to MDOE attendee lists for all on-site and online training sessions.

### 3 Instructions for Submitting Proposal

#### 3.1 Cover Letter

Provide a cover letter to the proposal that includes the following:

##### 3.1.1 Name and Address

Provide the name and address of the prime bidder. Names and addresses of all subcontracted providers must also be included.

##### 3.1.2 Guarantee

Provide a statement guaranteeing that the bidder can and will meet the August 1, 2012, implementation date for the project.

##### 3.1.3 Signature

Provide a signature and title, in the cover letter, of the person empowered to bind the prime bidder.

#### 3.2 Technical Proposal

Submit a technical proposal explaining how the bidder will meet the requirements detailed in Section 2 of this RFP. Proposed solutions must be correlated, by number, to the appropriate sections outlined in Section 2.

Identify and describe in detail the hardware and software necessary to install, run, and support the system being proposed including testing and/or training environments. The architecture design should include but not be limited to a narrative and pictorial description of the: web layer, middleware layer, database layer, storage, network and security.

If any component of the proposed system is not compatible with the development and operating environments documented in Section 2.2 of this RFP, the bidder must indicate what additional tools and equipment will be required and include an estimate for the procurement, installation, and support of these tools and equipment. In the event the provider cannot guarantee a August 1, 2012 implementation date, a proposed implementation date is required. MDOE is under no obligation to consider a proposal that does not comply with section 3.1.2, but may do so at its discretion based on the number and quality of responses.

The bidder must provide a warranty of at least one year on the system and all products provided by the bidder. The warranty period begins when MDOE has accepted the delivery of the system, and shall cover the diagnosis and fixing of all system features and functions that do not operate as stated in this RFP and in the bidder's documentation.

The bidder must also provide a warranty that the software used to implement the system proposed is bug free for a period of one year after the product is delivered in final form or until MDOE enters into an Agreement with another vendor for further modifications of the software, whichever is shorter. This means that once the software is delivered, the bidder must be willing to fix, at no charge to MDOE, any faults the software may exhibit for a period of one year.

### **3.3 Work Plan and Timelines**

Provide a description of how the bidder plans to interact with MDOE staff and bidder requirements of MDOE. The bidder will submit a Project Work Plan that clearly reflects how the work outlined within Section 2, Operating Environment and General Requirements, will be accomplished. The Project Work Plan should identify full implementation of the proposed solution to be complete on or before August 1, 2012. It is the expectation that by August 1, 2012 all MDOE staff will be fully trained and using the implemented solution. In support of the Project Work Plan, the bidder will include a narrative description explaining in detail the approach that will be taken to perform all work as reflected within the Project Work Plan. Deliverables and project milestones must be clearly highlighted within the description that is provided. The various roles and responsibilities of the primary bidder and all other parties including the State must be clearly identified and articulated.

When preparing the Project Work Plan, please take into account the following assumptions.

- Allow 11 weeks for State procurement of any necessary software and hardware.
- Allow 38-52 business days after code freeze for Maine OIT Deployment Certification testing related to the technical architecture.

#### **3.3.1 Project Work Plan**

Provide a work plan outlining the steps being taken in each category:

- Design, Development, Implementation, Acceptance Testing and Production Cutover and Stabilization

The work plan must include:

- The steps required;
- Detailed descriptions of the deliverables in each step;
- The level of effort for each deliverable;
- Proposed time frames;
- Bidder staff requirements;
- MDOE staff requirements including skill levels required, and time commitments to accomplish a successful implementation of the system, including conversion of MDOE data, and customizations needed to meet MDOE business needs; and
- How the bidder will provide the necessary interaction with MDOE staff to help modify workflows around the proposed system and define and implement required enhancements.

### **3.4 Bidder Qualifications**

Provide a brief history of the bidder's company including a general company overview, background, and ownership. This history should include location, size and scope of past projects which were implemented by the bidder.

If this is to be a joint bidder proposal, or the bidder intends to utilize the services of a subcontractor or subcontractors, include a narrative description of the considerations and benefits of such an approach.

#### **3.4.1 Bidder Experience**

##### **3.4.1.1 Systems Development Experience**

Provide a detailed narrative description of the bidder's experience with portal development and support within the last three (3) years.

### **3.4.1.2 Project Commitment**

Describe the current project commitment, and the total number of full-time employees being dedicated to this project for MDOE.

### **3.4.1.3 Bidder Staff Qualifications**

The bidder must commit dedicated, skilled personnel to MDOE to provide professional services. MDOE shall retain the right to reject any of the Provider's employees whose qualifications, in the reasonable, good faith judgment of MDOE, do not meet the standards established by the MDOE as necessary for the performance of the Agreement. During the course of the Agreement, the MDOE reserves the right to require the Provider to reassign or otherwise remove any Provider employees found unacceptable by MDOE. The bidder must provide a complete list of qualified employees and/or subcontractors who will work on this project, and an outline of the structure of the team and the names of specific key employees that will be assigned to work on this project. Bidder staff qualifications must be completed and submitted with the proposal. Failure to do so will result in a bidder losing points in the scoring process.

### **3.4.1.4 Client References**

Provide a comprehensive list of clients, including contact information, for whom the bidder has provided similar services within the last three (3) years; include the dates when services were provided. MDOE may contact clients from the list as references for the bidder.

## **3.4.2 Financial Responsibility**

Provide financial documentation as evidence of adequate financial stability. In the event a bidder is either substantially or wholly owned by another corporate entity, the bidder must also include the most recent detailed financial report of the parent organization and a statement that the parent organization will unconditionally guarantee performance by the bidder on each and every term, covenant, and condition of such Agreement as may be executed by the parties. Any proposed subcontractors, whose percentage of work to be performed (measured as percentage of total Agreement price) equals or exceeds 20 percent, must submit the required information also.

### **3.4.2.1 Financial Summary**

Provide a financial summary of financial performance over the most recent three (3) years of operation, including the following:

Highlights of the year:

- Revenue
- Net Operating Income
- Earnings Before Income Taxes

At year end:

- Total Assets
- Working Capital
- Long Term Debt
- Stockholders' Equity
- Number of Employees

### **3.4.2.2 Financial Stability**

One of two responses is required in this subsection, depending upon whether the firm is publicly held (Section 3.4.2.2.1) or not (Section 3.4.2.2.2). Additionally, all proposals must include a response to the requirements of Section 3.4.2.2.3.

#### **3.4.2.2.1 Publicly Held**

If the bidder is a publicly held corporation, enclose a copy of the corporation's most recent three (3) years of audited financial reports and financial statements and the name, address and telephone number of a

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responsible representative of the bidder's principal financial or banking organization. The bidder must also disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the organization; or warrant that no such condition is known to exist. The bidder must submit a complete Dunn and Bradstreet credit report dated not more than thirty (30) days prior to the proposal submission. If this requirement is not met, the bidder must explain why and the Evaluation Committee will consider this during the evaluation.

### **3.4.2.2.2 Not Publicly Held**

If the bidder is not a publicly held corporation, the bidder may either comply with the preceding subsection or:

- a. Describe the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information in such a manner that the Evaluation Committee may reasonably formulate a determination about the stability and financial strength of the organization;
- b. Provide a banking reference;
- c. If available, provide a complete Dunn and Bradstreet credit report dated not more than thirty (30) days prior to the proposal submission; and
- d. Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the bidding organization; or warrant that no such condition is known to exist.

### **3.4.2.2.3 Change In Ownership**

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, describe the circumstances of such change and indicate when the change will likely occur.

## **3.5 Cost Proposal**

Bidders are required to give a firm, fixed price quotation for the work to be done to complete this RFP. This RFP is to be based on fixed discrete, concrete deliverables (consistent with the Appendix A – Cost Proposal Form format). As part of negotiating an Agreement, a formal, written payments process will be identified and indexed to these deliverables with an acceptance sign-off procedure based on the cost proposal submitted.

The total cost of Software Licenses, Project Initiation, Planning and Design, Development and Testing, and Rollout and Training may not exceed more than 60% of the project cost. Any remaining costs related to these activities shall be paid after successful acceptance, production cutover and go-live of the application.

Include all costs for the proposal as completed by the required implementation date of August 1, 2012.

Costs must be allocated to the following sequential parts of the project:

- Project Initiation,
- Planning and Design,
- Development and Testing,
- Rollout and Training, and
- Production Cutover and Stabilization.

For each of these parts of the project, the identified costs should be attributed to the deliverables that are included in the Project Work Plan as outlined in Section 3.3.1 of this RFP.

Cost Proposals must also include associated costs for hardware and software necessary to implement the system including production and testing/training environments. Any additional Relational Database Management System (RDBMS) licenses and server peripheral components required to support the

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selected solution shall be obtained through existing State Agreements by MDOE. These components must be identified in detail in the proposal, but MDOE will price them independently. Cost proposals may include optional annual hosting costs and annual support and maintenance costs (including training) as separate line items on Appendix A – Cost Proposal Form. Cost Proposals must be on the form provided in Appendix A – Cost Proposal Form.

**No Best and Final Offers:** The State of Maine will not seek a best and final offer (BAFO) from any bidder in this procurement process. All bidders are expected to provide their best value pricing with the submission of their proposal

10% retainage shall apply to the resulting contract.

### **Remote Hosting**

In addition to proving costs and hardware configurations for hosting the Adult Education Management System at the OIT data center in Augusta, bidders may propose optional costs for hosting the system at a remote vendor site. Cost Proposals for Remote Hosting must be on separate sheets of paper attached to the Cost Proposal Form in Appendix A with the title “Remote Hosting”. For budgeting annual hosting costs bidders should plan on five (5) years.

The State of Maine’s Remote Hosting Policy can be viewed at <http://www.maine.gov/oit/policies/RemoteHostingPolicy.htm>.

### **3.6 Bidder Comments**

Bidders are encouraged to include any comments that might further clarify their proposal.

### **3.7 Proposal Organization**

To ensure consistency of presentation, to ensure that MDOE personnel can easily find required information, and to ensure that all requirements have been addressed MDOE requests that proposals be organized as follows:

- a. Cover Letter as described in Section 3.1,
- b. Technical Proposal as outlined in Section 3.2,
- c. Work Plan and Timelines as outlined in Section 3.3,
- d. Bidder Qualifications as outlined in Section 3.4, and
- e. Cost Proposal as outlined in Section 3.5 in separate sealed envelope (Appendix A –Cost Proposal Form).

## 4 Proposal Evaluation Process

### 4.1 Proposal Evaluation Process

An Evaluation Committee consisting of MDOE personnel and consultants will evaluate all responses to this RFP. Accepted proposals will be reviewed to initially determine if minimum submission requirements have been met. The review will verify that the proposal was received by the date and time specified in **Section 1.7 Preparation of the Proposal** with the correct number of copies and the presence of all required signatures, and that the proposal is sufficiently responsive to the needs outlined in the RFP to permit a complete evaluation. Failure to meet minimum submission requirements could result in the proposal being rejected and not included in the evaluation process.

Upon receipt, the proposal information will be disclosed to the Evaluation Committee members only. Bidders may not contact members of the Evaluation Committee except at the request of the MDOE RFP administrator.

### 4.2 Evaluation of Proposals

Accepted proposals will be evaluated by the Evaluation Committee based on the bidders' responses to the requirements detailed in Section 2. Scoring shall include information obtained by reviewing the bidder's proposal documents, and contacting references. The Evaluation Committee shall be under no obligation to contact bidders for clarification of proposals, but shall reserve the right to do so at any time prior to Agreement award.

At the option of the Evaluation Committee, a test and evaluation (T&E) may be conducted. Each proposal will be evaluated on the basis of the categories below. A point score will be established for each response in each category. Based on the results of the evaluation, the proposals determined to be most advantageous to MDOE, taking into account all of the evaluation factors, will be selected by MDOE.

- 1. Bidder Qualifications:** **Total Possible: 30 pts**
  - Qualifications of bidder employees or subcontractors assigned to work on this project
  - Client list from the past three (3) years from which MDOE may select references
- 2. Demonstrated Understanding of RFP Section 2 Requirements** **Total Possible: 45 pts**
  - Strategy and work plan
  - Ability to meet specified deadlines
  - Outline of the work, demonstrating satisfaction of all technical requirements or alternatives suggested
  - Clarity of proposal
  - Test & Evaluation (if required)
- 3. Cost** **Total Possible: 25 pts**
  - The lowest bid will receive the entire 25 points
  - Each of the other bids will receive a share of the 25 points based on the following formula:  $\frac{\text{Lowest bid}}{\text{Bid}} \times 25 = \text{points}$

**RFP Total Possible: 100**



### **4.3 Test and Evaluation**

One or more of the bidders who achieve the highest score (the finalists) may be required:

1. To provide a live demonstration of its proposed solution, preferably in an educational setting;
2. To make its solution available to a MDOE-designated team who will conduct a series of hands-on tests to evaluate functional capabilities as pertain to the goals of this RFP; or
3. Both 1 and 2.

The need, if any, for this Test and Evaluation (T&E) stage will be determined by the Evaluation Committee after completing the evaluation of proposals specified in Section 4.2 of this RFP. For this stage of the evaluation and at short notice (perhaps as soon as 3 business days), each finalist must be prepared to make its proposed solution available to the Evaluation Committee at a bidder site agreed upon by the bidder and MDOE. During this T&E period, the bidder's proposed project manager and other senior staff must make any requested presentation.

If this T&E stage is conducted, the Evaluation Committee will further assess and validate the functionality and effectiveness of each finalist's proposal through bidder demonstrations, MDOE hands-on tests or both. This assessment and validation may result in changes to the scores of a finalist's proposal by the Evaluation Committee.

### **4.4 Final Scoring**

The finalist who achieves the highest score – that is whose proposal reflects the best value offer to MDOE - will be awarded the Agreement subject to successful Agreement negotiations and required Agreement approvals.

## **5 Appendices**

## 5.1 Appendix A - Cost Proposal Form

All costs necessary for implementing and running the proposed system must be identified.

<b>COST PROPOSAL PROJECT COST</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Proposed Deliverable #</b>	<b>Bidders may insert additional columns as needed</b>	<b>Total</b>
<b>Project Initiation</b>									<b>\$0.00</b>
<b>Planning and Design</b>									<b>\$0.00</b>
<b>Development and Testing</b>									<b>\$0.00</b>
<b>Rollout and Training</b>									<b>\$0.00</b>
<b>Production Cutover/Stabilization</b>									<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Software Licenses</b>									
<b>Grand Total</b>									
<b>Annual License, Maintenance &amp; Support Costs (includes training)</b>									
<b>Software Costs (list details)</b>									
<b>Hardware (list details)</b>									
<b>Annual Hosting Costs</b>									

\_\_\_\_\_  
Signature

## **5.2 Appendix B - Supporting Policy Documents**

FERPA can be found at the following website:

<http://www.ed.gov/offices/OM/fpco/ferpa/index.html>

HIPAA can be found at the following website:

<http://www.hhs.gov/ocr/hipaa/>

Maine Revised Statutes Annotated Title 20-A: Education can be found at the following website:

<http://janus.state.me.us/legis/statutes/20-A/title20-Ach0sec0.html>

Maine Web Accessibility Policy can be found at the following website:

<http://www.maine.gov/oit/accessibility/policy/webpolicy.htm>

Maine Web Standards can be found at the following website:

[http://www.maine.gov/oit/accessibility/purchasing\\_memo.html](http://www.maine.gov/oit/accessibility/purchasing_memo.html)

The State of Maine Information Technology Security Policy can be found at:

<http://www.maine.gov/oit/policies/ITSecurityPolicy2008.pdf>

The State of Maine's Remote Hosting Policy can be found at:

<http://www.maine.gov/oit/policies/RemoteHostingPolicy.htm>

Architecture Compliance Policy can be found at the following website:

<http://www.maine.gov/oit/policies/ArchitectureCompliancePolicy.html>

State of Maine Information Technology Environment can be found at the following website:

<http://maine.gov/oit/architecture/SomITEnv/index.html>

Domains and Bricks can be found at the following website:

<http://maine.gov/oit/architecture/DomainsAndBricks/index.html>

Deployment Certification Policy for Major Application Projects can be found at the following website:

<http://maine.gov/oit/architecture/DomainsAndBricks/index.html>

NRS Implementation guidelines can be found at the following website:

[http://www.nrsweb.org/foundations/implementation\\_guidelines.aspx](http://www.nrsweb.org/foundations/implementation_guidelines.aspx)

State of Maine Assessment Policy can be found at the following website:

<http://www.maine.gov/education/adad/dev/literacy.htm>

### 5.3 Appendix C – Standard Agreement

AdvantageME CT No: \_\_\_\_\_

STATE OF MAINE  
DEPARTMENT OF \_\_\_\_\_  
Agreement to Purchase Services

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, is by and between the State of Maine, \_\_\_\_\_, hereinafter called "Department," and \_\_\_\_\_, located at \_\_\_\_\_, telephone number \_\_\_\_\_, hereinafter called "Provider", for the period of \_\_\_\_\_ to \_\_\_\_\_.

The AdvantageME Vendor/Customer number of the Provider is \_\_\_\_\_

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement. The following riders are hereby incorporated into this Agreement and made part of it by reference:

Rider A - Specifications of Work to be Performed  
Rider B-IT - Payment and Other Provisions  
Rider C – Exceptions to Rider B-IT  
Rider D/E/F – At Department's Discretion  
Rider G – Identification of Country in Which Contracted Work will be Performed

WITNESSETH, that this contract is consistent with Executive Order 17 FY 08/09 or a superseding Executive Order, and complies with its requirements.

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in \_\_\_\_\_ original copies.

**DEPARTMENT OF** \_\_\_\_\_

By: \_\_\_\_\_

and

\_\_\_\_\_  
By: \_\_\_\_\_  
Name and Title, Provider Representative

Total Agreement Amount: \$ \_\_\_\_\_

Approved: \_\_\_\_\_

Chair, State Purchases Review Committee

BP54 (Rev 9/07) – (Rev Rider B-IT 7/15/09)

# Adult Education Management System Request For Proposal

## AdvantageME ACCOUNT CODING

VC NUMBER	DOC TOTAL	FND	DEPT	UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

VC NUMBER	DOC TOTAL	FND	DEPT	UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

## Department Account Coding And Approval For Use by OIT (As needed, Department completes applicable fields)

Department Name: \_\_\_\_\_

Department Contact Name and Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Department Internal Agreement Number (if applicable): \_\_\_\_\_

Agreement Start Date: \_\_\_\_\_ Agreement End Date: \_\_\_\_\_

RFP Number: \_\_\_\_\_

Service/Program Name: \_\_\_\_\_

Fixed Asset Name (if applicable): \_\_\_\_\_

Fixed Asset Improvement (Y/N) \_\_\_\_\_

### Type of Agreement

☐ New

☐ Amendment

ACCOUNT #	FY 2011 Encumbrance	FY 2012 Encumbrance	Agreement Total
Example: 010.18F.0291.01.5312			
Total			

### Approval Signatures:

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Department Approver: \_\_\_\_\_ Date: \_\_\_\_\_

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RIDER A  
SPECIFICATIONS OF WORK TO BE PERFORMED

**RIDER B-IT**

**METHOD OF PAYMENT AND OTHER PROVISIONS**

1. **AGREEMENT AMOUNT** \$ \_\_\_\_\_

2. **INVOICES AND PAYMENTS** The Department will pay the Provider as follows:

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Invoices for payment, submitted on forms approved by the Department, shall be submitted to the Agreement Administrator. Invoices shall contain sufficient detail to allow proper cost allocation and shall be accompanied by supporting documentation. No invoice will be processed for payment until approved by the Agreement Administrator. All invoices require the following:

- A. All invoices must include the Vendor Code number assigned when registering as a vendor with the State of Maine. This number appears on all Contracts and Purchase Orders and can be acquired from the agency contact.
- B. All invoices must include the vendor's Federal ID Number.
- C. All invoices must include either the Purchase Order number or the Contract number relating to the commodities/services provided.
- D. In cases where hourly rates of contracted resources are concerned, invoices must contain a copy or copies of time sheets associated with that invoice. Time sheets will need to be reviewed and approved by the State's contract administrator.

Payments are subject to the Provider's compliance with all items set forth in this Agreement. The Department will pay the Provider within thirty (30) days following the receipt of an approved invoice.

The Department may withhold a Retainage for project-based services in the following manner:

- The allowable payment amount from each project milestone payment will be multiplied by ten (10) percent, giving the amount that will be withheld from payment. Ninety (90) percent of the allowable project milestone payment amount will be paid to the Provider.
- The Retainage will be held by the Department until the end of the warranty period.

The charges described in this Agreement are the only charges to be levied by the Provider for the products and services to be delivered by it. There are no other charges to be made by the Provider to the Department, unless they are performed in accordance with the provisions of Section 5, Changes in the Work. The Provider shall maintain documentation for all charges against the Department under this Agreement.

3. **INDEPENDENT CAPACITY** In the performance of this Agreement, the Provider shall act in the capacity of an independent contractor and not as an employee or agent of the State.



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**4. AGREEMENT ADMINISTRATOR** The Agreement Administrator is the Department's representative for this Agreement. S/he is the single authority to act on behalf of the Department for this Agreement. S/he shall approve all invoices for payment. S/he shall make decisions on all claims of the Provider. The Provider shall address all contract correspondence and invoices to the Agreement Administrator. The following person is the Agreement Administrator for this Agreement:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The following individual is designated as the Program Administrator for this Agreement and shall be responsible for oversight of the programmatic aspects of this Agreement. All project status reports, day to day operational issues and project program material and issues shall be directed to this individual.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**5. CHANGES IN THE WORK** The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to the execution of the changed work.

**6. SUBCONTRACTORS** The Provider may not enter into any subcontract for the work to be performed under this Agreement without the express written consent of the Department. This provision shall not apply to contracts of employment between the Provider and its employees.

The Provider is solely responsible for the performance of work under this Agreement. The approval of the Department for the Provider to subcontract for work under this Agreement shall not relieve the Provider in any way of its responsibility for performance of the work.

All Subcontractors shall be bound by the terms and conditions set forth in this Agreement. The Provider shall give the State immediate notice in writing of any legal action or suit filed, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement. The Provider shall indemnify and hold harmless the Department from and against any such claim, loss, damage, or liability as set forth in Section 16, State held Harmless.

**7. SUBLETTING, ASSIGNMENT OR TRANSFER** The Provider shall not sublet, sell, transfer, assign, or otherwise dispose of this Agreement, or any portion thereof, or of its right, title, or interest therein, without the written approval of the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work under this Agreement.

**8. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, the

Provider certifies as follows:

1. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a *bona fide* occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Provider shall, in all solicitations or advertising for employees placed by, or on behalf of, the Provider, relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

3. The Provider shall send to each labor union, or representative of the workers, with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section, and shall post copies of the notice in conspicuous places, available to employees and applicants for employment.

4. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights, etc.) against itself by any individual, as well as any lawsuit regarding alleged discriminatory practice.

5. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment, and in the provision of service, to include accessibility and reasonable accommodations for employees and clients.

6. Contractors and Subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.

7. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**9. EMPLOYMENT AND PERSONNEL**

The Provider shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. The Provider shall not engage on a full-time, part-time, or any other basis, during the period of this Agreement, any personnel who are, or have been, at any time during the period of this Agreement, in the employ of any State Department or Agency, except regularly retired employees, without the written consent of

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the State Purchases Review Committee. Further, the Provider shall not engage on this project on a full-time, part-time, or any other basis, during the period of this Agreement, any retired employee of the Department, who has not been retired for at least one year, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement, so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**10. STATE EMPLOYEES NOT TO BENEFIT** No individual employed by the State at the time this Agreement is executed, or any time thereafter, shall be admitted to any share or part of this Agreement, or to any benefit that might arise there from, directly or indirectly, that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. No other individual employed by the State at the time this Agreement is executed, or any time thereafter, shall be admitted to any share or part of this Agreement, or to any benefit that might arise there from, directly or indirectly, due to his employment by, or financial interest in, the Provider, or any affiliate of the Provider, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**11. NO SOLICITATION** The Provider certifies that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement, and that it has not paid, or agreed to pay, any company or person, other than a *bona fide* employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from, the award of this Agreement. For breach or violation of this provision, the Department shall have the right to terminate this Agreement without liability or, at its discretion, to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

## **12. ACCOUNTING, RECORDS, AND AUDIT**

1. The Provider shall maintain all books, documents, payrolls, papers, accounting records, and other evidence pertaining to this Agreement, including interim reports and working papers, and make such materials available at its offices at all reasonable times during the period of this Agreement, and for a period of five (5) years following termination or expiration of the Agreement. If any litigation, claim or audit is started before the expiration of the 5-year period, the records must be retained until all litigation, claims or audit findings involving the agreement have been resolved.

2. Unless the Department specifies in writing a shorter period of time, the Provider agrees to preserve and make available all documents and records pertaining to this Agreement for a period of five (5) years from the date of termination of this Agreement.

3. Records involving matters in litigation shall be kept for one year following the termination of litigation, including all appeals.

4. Authorized Federal and State representatives shall have access to, and the right to examine, all pertinent documents and records during the five-year post-Agreement period. During the five-year post-Agreement period, delivery of, and access to, all pertinent documents and records will be at no cost to the Department.

5. The Provider shall be liable for any State or Federal audit exceptions, if applicable, that arise out of any action, inaction, or negligence by the Provider. In the event of an audit exception for which the

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Provider is liable, the Provider shall have thirty (30) days to remedy that exception. If the Provider fails to remedy that exception within this time period, the Provider shall immediately return to the Department all payments made under this Agreement which have been disallowed in the audit exception.

6. Authorized State and Federal representatives shall at all reasonable times have the right to enter the premises, or such other places, where duties under this Agreement are being performed, to inspect, monitor, or otherwise evaluate, the work being performed. All inspections and evaluations shall be performed in such a manner that will not compromise the work unreasonably.

7. **ACCESS TO PUBLIC RECORDS** As a condition of accepting a contract for services under this section, a contractor must agree to treat all records, other than proprietary information, relating to personal services work performed under the contract as public records under the freedom of access laws to the same extent as if the work were performed directly by the department or agency. For the purposes of this subsection, "proprietary information" means information that is a trade secret or commercial or financial information, the disclosure of which would impair the competitive position of the contractor and would make available information not otherwise publicly available. Information relating to wages and benefits of the employees performing the personal services work under the contract and information concerning employee and contract oversight and accountability procedures and systems are not proprietary information. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested. This subsection applies to contracts, contract extensions and contract amendments executed on or after October 1, 2009.

**13. TERMINATION** The performance of work under this Agreement may be terminated by the Department in whole or in part, whenever, for any reason the Agreement Administrator shall determine that such termination is in the best interests of the Department. Any such termination shall be effected by the delivery to the Provider of a Notice of Termination specifying the extent to which the performance of work under this Agreement is terminated, and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination and modified accordingly.

Upon receipt of the Notice of Termination, the Provider shall:

1. Stop work under this Agreement on the date and to the extent specified in the Notice of Termination;
2. Take such action as may be necessary, or as the Agreement Administrator may direct, for the protection and preservation of the property, information, and data related to this Agreement, which is in the possession of the Provider, and in which the Department has, or may acquire, an interest;
3. Terminate all orders to the extent that they relate to the performance of the work terminated by the Notice of Termination;
4. Assign to the Department in the manner, and to the extent directed by the Agreement Administrator, all of the rights, titles, and interests of the Provider under the orders so terminated, in

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which case the Department shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders;

5. With the approval of the Agreement Administrator, settle all outstanding liabilities and claims, arising out of such termination of orders, the cost of which would be reimbursable in whole or in part, in accordance with the provisions of this Agreement;

6. Transfer title to the Department (to the extent that title has not already been transferred) and deliver in the manner, at the times, and to the extent directed by the Agreement Administrator, equipment and products purchased pursuant to this Agreement, and all files, source code, data manuals, or other documentation, in any form, that relate to all the work completed, or in progress, prior to the Notice of Termination;

7. Complete the performance of such part of the work as shall not have been terminated by the Notice of Termination; and

8. Proceed immediately with the performance of the preceding obligations, notwithstanding any delay in determining or adjusting the amount of any compensation under this section.

Notwithstanding the above, nothing herein shall limit the right of the Department to pursue any other legal remedies against the Provider.

**14. GOVERNMENTAL REQUIREMENTS** The Provider shall comply with all applicable governmental ordinances, laws, and regulations.

**15. GOVERNING LAW** This Agreement shall be governed by, interpreted, and enforced in accordance with the laws, statutes, and regulations of the State of Maine, without regard to conflicts of law provisions. The provisions of the United Nations Convention on Contracts for the International Sale of Goods and of the Uniform Computer Information Transactions Act shall not apply to this Agreement. Any legal proceeding against the Department regarding this Agreement shall be brought in the State of Maine in a court of competent jurisdiction.

**16. STATE HELD HARMLESS** The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

**17. LIMITATION OF LIABILITY** The Provider's liability for damages sustained by the Department as the result of Provider's default or acts or omissions in the performance of work under this Agreement, whether such damages arise out of breach, negligence, misrepresentation, or otherwise, shall be no greater than:

1. Damages for violation or infringement of any copyright or trademark;
2. Damages for bodily injury (including death) to persons, and damages for physical injury to tangible personal property or real property; and

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3. The amount of any other actual direct damages up to the greater of \$500,000 or three times the value of the Product or Service that is the subject of the claim, up to a maximum of \$25,000,000. For example, if the Product or Service that is the subject of the claim was valued at \$15,000,000, then the Provider would be liable for no more than \$25,000,000. For purposes of this subsection, the term "Product" would typically include the following, but not be limited to, Materials, Source Code, Machine Code, and Licenses.

Notwithstanding the above, Provider shall not be liable for any indirect or consequential damages.

**18. NOTICE OF CLAIMS** The Provider shall give the Agreement Administrator immediate notice in writing of any legal action or suit filed related in any way to this Agreement, or which may affect the performance of duties under this Agreement, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement.

**19. APPROVAL** This Agreement must be approved by the State Controller and the State Purchases Review Committee before it can be considered a valid enforceable document.

**20. INSURANCE REQUIREMENTS** The Provider shall procure and maintain, for the duration of the Agreement, insurance against claims for injuries to persons, or damages to property, which may arise from, or in connection with, the fulfillment of this Agreement by the Provider, its agents, representatives, employees, or Subcontractors.

**1. Minimum Coverage**

1. Commercial general liability (including products, completed operations, and broad-form contractual): \$1,000,000 per occurrence;
2. Workers' Compensation and employer's liability: as required by law;
3. Professional liability: \$1,000,000; and
4. Property (including contents coverage for all records maintained pursuant to this Agreement): \$1,000,000 per occurrence.

**2. Other Provisions** Unless explicitly waived by the Department, the insurance policies should contain, or be endorsed to contain, the following provisions:

1. The Provider's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Provider's insurance and shall not contribute to it.
2. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
3. The Provider shall furnish the Department with certificates of insurance and with those endorsements, if any, effecting coverage required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received

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and approved by the Department before this Agreement commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.

4. All policies should contain a revised cancellation clause allowing thirty (30) days notice to the Department in the event of cancellation for any reason including nonpayment.

**21. NON-APPROPRIATION** Notwithstanding any other provision of this Agreement, if the Department does not receive sufficient funds to pay for the work to be performed under this Agreement, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**22. SEVERABILITY** The invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the remainder of said provision, or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

**23. INTEGRATION** All terms of this Agreement are to be interpreted in such a way as to be consistent at all times with the terms of Rider B-IT (except for expressed exceptions to Rider B-IT included in Rider C), followed in precedence by Rider A, and any remaining Riders in alphabetical order.

**24. FORCE MAJEURE** Either party may be excused from the performance of an obligation under this Agreement in the event that performance of that obligation by a party is prevented by an act of God, act of war, riot, fire, explosion, flood, or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, strike or labor dispute, provided that any such event, and the delay caused thereby, is beyond the control of, and could not reasonably be avoided by that party. Upon the occurrence of an event of force majeure, the time period for performance of the obligation excused under this section shall be extended by the period of the excused delay, together with a reasonable period, to reinstate compliance with the terms of this Agreement.

**25. SET-OFF RIGHTS** The State shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement, up to any amounts due and owing to the State with regard to this Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

## **26. INTERPRETATION OF THE AGREEMENT**

1. **Reliance on Policy Determinations** The Department shall determine all program policy. The Provider may, from time to time, request the Department to make policy determinations, or to issue operating guidelines required for the proper performance of this Agreement, and the Agreement Administrator shall respond in writing in a timely manner. The Provider shall be entitled to rely upon, and act in accordance with, such written policy determinations and operating guidelines, unless subsequently amended, modified, or changed in writing by the Department, and shall incur no liability in doing so unless the Provider acts negligently, maliciously, fraudulently, or in bad faith. Nothing contained in this Agreement, or in any agreement, determination, operating guideline, or other communication from the Department shall relieve the Provider of its obligation to keep itself informed

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of applicable State and Federal laws, regulations, policies, procedure, and guidelines, to be in complete compliance and conformity therewith.

2. **Titles Not Controlling** Titles of sections and paragraphs used in this Agreement are for the purpose of facilitating ease of reference only and shall not be construed to imply a contractual construction of the language.

3. **No Rule of Construction** This is a negotiated Agreement and no rule of construction shall apply that construes ambiguous or unclear language in favor of or against any party.

27. **PERIOD OF WORK** Work under this Agreement shall begin no sooner than the date on which this Agreement has been fully executed by the parties and approved by the Controller and the State Purchases Review Committee. Unless terminated earlier, this Agreement shall expire on the date set out on the first page of this Agreement, or at the completion and acceptance of all specified tasks, and delivery of all contracted products and services as defined in this Agreement, including performance of any warranty and/or maintenance agreements, whichever is the later date.

28. **NOTICES** All notices under this Agreement shall be deemed duly given: 1) upon delivery, if delivered by hand against receipt, or 2) five (5) business days following posting, if sent by registered or certified mail, return receipt requested. Either party may change its address for notification purposes by giving written notice of the change and setting forth the new address and an effective date.

29. **ADVERTISING AND PUBLICATIONS** The Provider shall not publish any statement, news release, or advertisement pertaining to this Agreement without the prior written approval of the Agreement Administrator. Should this Agreement be funded, in whole or in part, by Federal funds, then in compliance with the Steven's Amendment, it will be clearly stated when issuing statements, press releases, requests for proposals, bid solicitations, and other documents: (1) the percentage of the total cost that was financed with Federal moneys; and (2) the dollar amount of Federal funds.

30. **CONFLICT OF INTEREST** The Provider certifies that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder. The Provider further certifies that in the performance of this Agreement, no person having any such known interests shall be employed.

### 31. **LOBBYING**

1. **Public Funds** No Federal or State-appropriated funds shall be expended by the Provider for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress or State Legislature, an officer or employee of Congress or State Legislature, or an employee of a member of Congress or State Legislature, in connection with any of the following covered actions: the awarding of any agreement; the making of any grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any agreement, grant, or cooperative agreement. Signing this Agreement fulfills the requirement that Providers receiving over \$100,000 in Federal or State funds file with the Department on this provision.

2. **Federal Certification** Section 1352 of Title 31 of the US Code requires that funds appropriated to a Federal agency be subject to a requirement that any Federal Provider or grantee (such as the



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Department) certifies that no Federal funds will be used to lobby or influence a Federal officer or member of Congress.

The certification the Department has been required to sign provides that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including sub-agreements, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall verify and disclose accordingly. The certification also requires the completion of Federal lobbying reports and the imposition of a civil penalty of \$10,000 to \$100,000 for failing to make a required report. As a sub-recipient, the Provider understands and agrees to the Federal requirements for certification and disclosure.

3. **Other Funds** If any non-Federal or State funds have been or will be paid to any person in connection with any of the covered actions in this section, the Provider shall complete and submit a "Disclosure of Lobbying Activities" form to the Department.

### 32. **PROVIDER PERSONNEL**

1. The parties recognize that the primary value of the Provider to the Department derives directly from its Key Personnel assigned in the performance of this Agreement. Key Personnel are deemed to be those individuals whose résumés were offered by the Provider in the Proposal. Therefore, the parties agree that said Key Personnel shall be assigned in accordance with the time frames in the most recent mutually agreed upon project schedule and work plan, and that no re-deployment or replacement of any Key Personnel may be made without the prior written consent of the Agreement Administrator. Replacement of such personnel, if approved, shall be with personnel of equal or greater abilities and qualifications.

2. The Department shall retain the right to reject any of the Provider's employees whose abilities and qualifications, in the Department's judgment, are not appropriate for the performance of this Agreement. In considering the Provider's employees' abilities and qualifications, the Department shall act reasonably and in good faith.

3. During the course of this Agreement, the Department reserves the right to require the Provider to reassign or otherwise remove any of its employees found unacceptable by the Department. In considering the Provider's employees' acceptability, the Department shall act reasonably and in good faith.

4. In signing this Agreement, the Provider certifies to the best of its knowledge and belief that it, and all persons associated with this Agreement, including any Subcontractors, including persons or corporations who have critical influence on or control over this Agreement, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.

5. During the course of this Agreement, the Department reserves the right to require a background check on any of the Provider's personnel (employees and Subcontractors) that are in any way involved in the performance of this Agreement.

33. **STATE PROPERTY** The Provider shall be responsible for the proper custody and care of any Department or State owned property furnished for the Provider's use in connection with the performance of this

Agreement, and the Provider will reimburse the Department for its loss or damage, normal wear and tear excepted.

**34. PATENT, COPYRIGHT, AND OTHER PROPRIETARY RIGHTS**

1. The Provider certifies that all services, equipment, software, supplies, and any other products provided under this Agreement do not, and will not, infringe upon or violate any patent, copyright, trade secret, or any other proprietary right of any third party. In the event of any claim by a third party against the Department, the Department shall promptly notify the Provider and the Provider, at its expense, shall defend, indemnify, and hold harmless the Department against any loss, cost, expense, or liability arising out of such claim, including reasonable attorney fees.

2. The Provider may not publish or copyright any data without the prior approval of the Department. The State and the Federal Government, if applicable, shall have the right to publish, duplicate, use, and disclose all such data in any manner, and for any purpose whatsoever, and may authorize others to do so.

**35. PRODUCT WARRANTY** The Provider expressly warrants its products and services for one full year from their final written acceptance by the Department. The responsibility of the Provider with respect to this warranty is limited to correcting deficiencies in any deliverable using all the diligence and dispatch at its command, at no additional cost to the Department. The Provider is also responsible for correcting and/or updating any documentation affected by any operational support performed under this warranty provision.

**36. OPPORTUNITY TO CURE** The Agreement Administrator may notify the Provider in writing about the Department's concerns regarding the quality or timeliness of a deliverable. Within five (5) business days of receipt of such a notice, the Provider shall submit a corrective action plan, which may include the commitment of additional Provider resources, to remedy the deliverable to the satisfaction of the Agreement Administrator, without affecting other project schedules. The Department's exercise of its rights under this provision shall be not be construed as a waiver of the Department's right to terminate this Agreement pursuant to Section 13, Termination.

**37. COVER** If, in the reasonable judgment of the Agreement Administrator, a breach or default by the Provider is not so substantial as to require termination, and reasonable efforts to induce the Provider to cure the breach or default are unavailing, and the breach or default is capable of being cured by the Department or by another contractor without unduly interfering with the continued performance by the Provider, then the Department may provide or procure the services necessary to cure the breach or default, in which event the Department shall withhold from future payments to the Provider the reasonable costs of such services.

**38. ACCESSIBILITY** All IT products must be accessible to persons with disabilities, and must comply with the State Accessibility Policy and the Americans with Disabilities Act. All IT applications must comply with the Computer Application Program Accessibility Standard (Maine.gov/oit/accessiblesoftware). All IT applications and contents delivered through web browsers must comply with the Website Standards (Maine.Gov/oit/webstandard) and the Website Accessibility Policy (Maine.Gov/oit/accessibleweb).

**39. STATE IT POLICIES** All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (Maine.Gov/oit/oitpolicies) effective at the time this Agreement is executed

**40. CONFIDENTIALITY**

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1. All materials and information given to the Provider by the Department, or acquired by the Provider on behalf of the Department, whether in verbal, written, electronic, or any other format, shall be regarded as confidential information.
2. In conformance with applicable Federal and State statutes, regulations, and ethical standards, the Provider and the Department shall take all necessary steps to protect confidential information regarding all persons served by the Department, including the proper care, custody, use, and preservation of records, papers, files, communications, and any such items that may reveal confidential information about persons served by the Department, or whose information is utilized in order to accomplish the purposes of this Agreement.
3. In the event of a breach of this confidentiality provision, the Provider shall notify the Agreement Administrator immediately.
4. The Provider shall comply with the Maine Public Law, Title 10, Chapter 210-B (Notice of Risk to Personal Data Act).

### **41. OWNERSHIP**

1. All data (including Geographical Information Systems data), notebooks, plans, working papers and other works produced, and equipment and products purchased in the performance of this Agreement are the property of the Department, or the joint property of the Department and the Federal Government, if Federal funds are involved. The State (and the Federal Government, if Federal funds are involved) shall have unlimited rights to use, disclose, duplicate, or publish for any purpose whatsoever all information and data developed, derived, documented, or furnished by the Provider under this Agreement, or equipment and products purchased pursuant to this Agreement. The Provider shall furnish such information and data, upon the request of the Department, in accordance with applicable Federal and State laws.
2. Upon termination of this Agreement for any reason, or upon request of the Department, the Provider agrees to convey to the Department good titles to purchased items free and clear of all liens, pledges, mortgages, encumbrances, or other security interests.

### **42. CUSTOM SOFTWARE** For all custom software furnished by the Provider as part of this agreement, the following terms and conditions shall apply:

1. The Department shall own all custom software. The Department shall grant all appropriate Federal and State agencies a royalty-free, non-exclusive, and irrevocable license to reproduce, modify, publish, or otherwise use, and to authorize others to do so, all custom software. Such custom software shall include, but not be limited to, all source, object and executable code, operating system instructions for execution, data files, user and operational/administrative documentation, and all associated administrative, maintenance, and test software that are relevant to this Agreement.
2. A fundamental obligation of the Provider is the delivery to the Department of all ownership rights to the complete system, free of any claim or retention of rights thereto by the Provider. The Provider acknowledges that this system shall henceforth remain the sole and exclusive property of the Department, and the Provider shall not use or describe such software and materials without the written

permission of the Department. This obligation to transfer all ownership rights to the Department on the part of the Provider is not subject to any limitation in any respect.

**43. OFF-THE-SHELF (OTS) SOFTWARE** For all OTS software purchased by the Provider as part of this Agreement, the following terms and conditions shall apply.

1. This Agreement grants to the Department a non-exclusive and non-transferable license to use the OTS software and related documentation for its business purposes. The Department agrees that the Provider may, at its own expense, periodically inspect the computer site in order to audit the OTS software supplied by the Provider, installed at the Department's site, at mutually agreed upon times. In the event that a separate license agreement accompanies the OTS software, then the terms of that separate license agreement supersede the above license granted for that OTS software.

2. This Agreement does not transfer to the Department the title to any intellectual property contained in any OTS software. The Department will not decompile or disassemble any OTS software provided under this Agreement, or modify any OTS software that bears the copyright notice of a third party. The Department will make and maintain no more than one archival copy (for back-up purpose) of each OTS software, and each copy will contain all legends and notices, and will be subject to the same conditions and restrictions as the original.

3. If the CPU on which any OTS software is licensed becomes temporarily unavailable, use of such OTS software may be temporarily transferred to an alternative CPU until the original CPU becomes available.

**44. SOFTWARE AS SERVICE** When the software is fully owned, hosted, and operated by the Provider, and the Department uses said software remotely over the Internet, the following terms and conditions shall apply:

1. The Provider, as depositor, shall enter into an escrow contract, upon terms acceptable to the Department, with a recognized software Escrow Agent. The escrow contract must provide for the Department to be an additional party/beneficiary. The Provider shall deposit with the Escrow Agent the software, all relevant documentation, and all of the Department's data, and all updates thereof (the "Deposit Materials"), in electronic format. Deposits will occur no less frequently than once a month.

2. The escrow contract shall provide for the retention, administration, and controlled access of the Deposit Materials, and the release of the Deposit Materials to the Department, upon receipt of a joint written instruction from the Department and the Provider, or upon receipt of written notice from the Department that:

a. The Provider has failed to carry out its obligations set forth in the this Agreement;  
or

b. A final, non-appealable judicial determination that the Provider has failed to continue to do business in the ordinary course; or

c. The Provider has filed a voluntary petition in bankruptcy, or any voluntary proceeding relating to insolvency, receivership, liquidation, or composition for the benefit of creditors, or becomes subject to an involuntary petition in bankruptcy, which

petition or proceeding is not dismissed or unstayed within sixty (60) days from the date of filing; or

d. The Provider is in material breach of its maintenance and support obligations and has failed to cure such breach within thirty (30) days from the date of receipt by the Provider of written notice of such breach; or

e. A condition has occurred that materially and adversely impacts the Provider's ability to support the software and the Provider has failed to cure such condition within thirty (30) days from the date of receipt by the Provider of written notice of such condition.

3. The Provider is responsible for all fees to be paid to the Escrow Agent.

4. The Escrow Agent may resign by providing advance written notice to both the Department and the Provider at least thirty (30) calendar days prior to the date of resignation. In such an event, it is the obligation of the Provider to establish a new escrow account with a new Escrow Agent.

**45. THIS ITEM IS INTENTIONALLY LEFT BLANK**

**46. THIS ITEM IS INTENTIONALLY LEFT BLANK**

**47. ENTIRE AGREEMENT** This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to this Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of this Agreement, or to exercise an option or election under this Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option, or election, but the same shall continue in full force and effect. Use of one remedy shall not waive the Department's right to use other remedies. Failure of the Department to use a particular remedy for any breach shall not be deemed as a waiver for any subsequent breach. No waiver by any party of any one or more of its rights or remedies under this Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedies under this Agreement.

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RIDER C  
EXCEPTIONS TO RIDER B-IT

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RIDER D

Not Required: For use at Department's Discretion

Adult Education Management System Request For Proposal

RIDER E

Not Required: For use at Department's Discretion



Adult Education Management System Request For Proposal

RIDER F

Not Required: For use at Department's Discretion

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RIDER G  
IDENTIFICATION OF COUNTRY  
IN WHICH CONTRACTED WORK WILL BE PERFORMED

**Please identify the country in which the services purchased through this contract will be performed:**

☐

**United States. Please identify state: \_\_\_\_\_**

☐

**Other. Please identify country: \_\_\_\_\_**

**Notification of Changes to the Information**

The Provider agrees to notify the Division of Purchases of any changes to the information provided above.

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**  
**ADDITIONAL TERMS AND CONDITIONS FOR BP54-EO-IT CONTRACTS**

**1. WHISTLEBLOWER PROTECTIONS**

a. Section 1553 of Title XV of Division A of the ARRA prohibits all non-federal providers of American Recovery and Reinvestment Act (ARRA) funds, including the State of Maine, and all contractors and grantees of the State of Maine, from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to ARRA funds; (2) a gross waste of ARRA funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of ARRA funds; (4) an abuse of authority related to implementation or use of ARRA funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to ARRA funds. The Provider must post notice of the rights and remedies available to employees under Section 1553 of Title XV of Division A of the ARRA.

b. This term must be included in all subcontracts or sub-grants involving the use of funds made available under the ARRA.

The State of Maine is committed to ensuring that American Recovery and Reinvestment Act funds are used for authorized purposes without fraud, waste, error, or abuse. Any individual with direct knowledge that Recovery Funds are being misused, whether by fraud, waste, error, and/or abuse in the application and utilization of these funds, should report their observations to the ARRA Fraud Hotline at **1-866-224-3033** or by email to [ARRA.Hotline@Maine.gov](mailto:ARRA.Hotline@Maine.gov).

**2. WAGE REQUIREMENTS** All laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40 of the United States Code. (See ARRA Sec. 1606). The Secretary of Labor's determination regarding the prevailing wages applicable in Maine is available at <http://www.gpo.gov/davisbacon/me.html>.

**3. REPORTING REQUIREMENT** Not later than ten calendar days after the end of each calendar quarter, the State must submit a report that, at a minimum, contains the information specified in Section 1512 of Division A, Title XV of the ARRA. It is imperative all agreements involving the use of ARRA funds include requirements that the Provider supply the State with the necessary information to submit these reports to the federal government in a timely manner. The Provider shall report no less than quarterly. Additionally the Provider should be prepared to report more frequently at the State's request. The Provider's failure to provide complete, accurate and timely reports shall constitute an "Event of Default". Upon the occurrence of an Event of Default, the state department or agency may terminate this contract upon 30 days prior written notice if the default remains uncured within five calendar days following the last day of the calendar quarter, in addition to any other remedy available to the state department or agency in law or equity.

**4. AVAILABILITY OF FUNDING** The Provider acknowledges that the programs supported with temporary federal funds made available by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 will not be continued with state financed appropriations once the temporary federal funds are expended.

5. **FALSE CLAIMS ACT** The Provider shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has committed a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.
6. **CONFLICTING REQUIREMENTS** If the ARRA requirements conflict with State of Maine requirements, then ARRA requirements control.
7. **COMPETITIVE FIXED PRICE CONTRACTS** The Provider, to the maximum extent possible, shall award any subcontracts funded, in whole or in part, with Recovery Act funds as fixed-price contracts through the use of competitive procedures.
8. **SEGREGATION OF FUNDS** The Provider shall segregate obligations and expenditures of Recover Act funds from other funding. No part of funds made available under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 may be comingled with any other funds or used for a purpose other than that of making payments for costs allowable under the ARRA.
9. **JOB POSTING** The Provider will post any jobs that it creates or seeks to fill as a result of this agreement. Providers will post to Maine Career Centers (<http://www.mainecareercenter.com>) notwithstanding any other posting they might make. Any advertisements posted by the provider for positions pursuant to this contract must indicate the position is funded with ARRA funds.
10. **BUY AMERICAN REQUIREMENT** – The provider acknowledges and agrees that:
  - a. The Buy American provision in Section 1605 of Division A, Title XVI of the ARRA requires that all “iron, steel and manufactured goods used in the construction, alteration, maintenance or repair of a “public building or public work funded in whole or in part by funds made available under the ARRA be “produced in the United States,” unless this requirement is waived by the appropriate federal agency.
  - b. Iron and steel are “produced in the United States” if all of the manufacturing processes, except metallurgic processes involving refinement of steel additives, take place in the United States. Iron or steel used as components or subcomponents of manufactured goods used in an ARRA-funded project; however, do not have to be “produced in the United States.” Manufactured goods are “produced in the United States” if the manufacturing occurs in the United States (there is no requirement about the origin of the components or subcomponents of the manufactured goods).
  - c. The Buy American requirement may be waived by federal agencies in the following circumstances only: (1) application of the Buy American requirement would be inconsistent with the public interest: (2) iron, steel and the relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality: (3) or inclusion of iron, steel or manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

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- d. As used in this Section, “steel” means any alloy that includes at least 50 percent iron, between .02 and 2 percent carbons, and may include other elements. “Manufactured good” means a good brought to the construction site for incorporation into the building or work that has been – (1) processed into a specific form and shape; or (2) combined with other raw material that has different properties than the properties of individual raw materials. “Public building or public work” means a public building of, and a public work of, the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State regional or interstate entities which have governmental functions).

11. **RECOVERY ACT LOGO** The Provider is receiving funding under the American Recovery and Reinvestment Act of 2009 (Recovery Act). Any product or service resulting from this award shall display the

Recovery Act Logo in a manner that informs the public that the project is a Recovery Act investment. The ARRA logo may be obtained at the following website:

<http://www.recovery.gov/?q=content/president-and-vice-president-unveil-new-recovery-emblem-download-available>

{ANY ADDITIONAL DEPARTMENT LOGO SPECIFICATIONS MAY BE PLACED IN THIS SECTION}